How do I add my service providers on Jamii?



How to Add Service Providers on Jamii

Efficient property management also means properly organizing your service providers (plumbers, electricians, painters, maintenance agents, etc.).
With **Jamii**, you can centralize all their information in just a few clicks.

Below are the simple steps to add a service provider on the platform.

Step 1: Go to the Tenant Management Section

To get started:

Log in to your Jamii account.

Go to the **Tenant Management** section from your dashboard.

Click on the **“New”** button located at the top right of the screen.

From the dropdown menu that appears, select **“Service Provider.”**

A **“New Service Provider”** pop-up window will automatically open.

Step 2: Fill in the Service Provider’s Information

In the **“New Service Provider”** window, you will need to provide the following details:

Service provider’s name

Type of service (e.g., Plumbing, Electricity, Painting…)

Phone number

Email address

Address (district, city)

Additional notes (if needed)

Adding an Identification Document

For greater security and reliability, Jamii allows you to upload a supporting document:

ID document

Business registration certificate

PDF or image file

This step is highly recommended to keep a complete and well-organized record.

Step 3: Confirm the Addition

Once all the information has been correctly filled in:

Review the entered details.

Click the **“Add”** button to save the service provider.

Your service provider is now registered in your Jamii account and ready to be assigned to your properties or interventions.

Why Add Your Service Providers on Jamii?

Centralizing your service providers allows you to:

Save time in daily management

Quickly access important contacts

Ensure better tracking of interventions

Professionalize your property management

With Jamii, property management becomes simpler, more organized, and more secure.

Want to learn more?
Download the Jamii app today and simplify your property management.

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